

# Facility & Support Services

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Item #11

4/16/19

**~ Our Promise: Professional People, Solving Problems, High Performance**

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April 8, 2019

TO: Mahesh Sharma  
County Administrator

FROM: Tammy Speidel, FMP  
Director, Scott County FSS

RE: Follow up Information Request  
Recording of Board Meeting

Mahesh,

At our last visit to the Committee of the Whole regarding recording of Board meetings, Matt Hirst and I were asked to obtain some additional information.

We reached out to Granicus and received updated pricing for their Closed Captioning Services. We estimated approximately 170 hours annually. Those are paid up front annually, any overage is billed. Any unused hours do not roll over and are not credited back.

They provided two agency links to review their product as well as information that indicates captioning cannot be used to create transcripts or minutes.

"To acquire Closed Captioning, Streaming MUST be purchased. Captioning cannot be used to create transcripts or minutes.

Here are two agencies for your review:

1. <http://www.blacksburg.gov/community/community-engagement/wtob/town-council-meeting-agendas-videos-and-minutes>
2. <https://sanjose.legistar.com/Calendar.aspx>

When watching video, please ensure you enable CC on the bottom right of the video."

As requested I compiled various costs associated with this project for the Board's further review and discussion.

CC: Matt Hirst

	Initial Costs	Year 2	Year 3		
Permanent Presentation Table, staff table, and electrical work	\$ 14,995.00			quotes	
Audio (CEC QUOTE)	\$ 49,211.45			quotes	
Cameras (CEC QUOTE )	\$ 17,741.01			quotes	
AV Equipment	\$ 13,715.47			quotes	
Electrical Associated cameras/ AV	\$ 4,500.00			estimate	
Video Storage (Unlimited)	included			quotes	
Granicus Hardware	\$ 4,500.00				
Granicus Transparency Suite	\$ 11,556.00	\$12,364.92	\$13,230.46	quotes	
Granicus Encoding Appliance Software	\$ 1,200.00	\$ 1,284.00	\$ 1,373.88	quotes	
Granicus Captioning Services- 170 hours Annually	\$ 22,950.00	\$24,556.50	\$26,275.46	quotes	
Auditor Staff Time- Official Records Clerk (current loaded wage)	\$ 11,704.00			quotes	Based on 16 hrs/ per board cycle
Auditor Staff Time- Operations Manager (current loaded wage)	\$ 22,707.00			quotes	Based on 16 hrs/ per board cycle
FSS Staff Time - Electronics Tech (current loaded wage)	\$ 1,775.00	TBD	TBD	estimate	Based on 3 hours / per am board cycle
FSS Staff Time - Electronics Tech (current loaded OT wage)	\$ 887.00	TBD	TBD	estimate	Based on 1.5 hours OT/ per pm board cycle
IT staff Time	TBD	TBD	TBD	estimate	
	\$ 177,441.93	\$38,205.42	\$40,879.80		